



## Draft Meeting Minutes

Thursday, September 8, 2005

Virginia Information Technologies Agency (VITA) Auditorium  
110 S. 7<sup>th</sup> Street, Richmond

### Attendance

#### Members Present:

James F. McGuirk, II, Chairman  
James W. Hazel  
The Honorable Eugene J. Huang  
Hiram R. Johnson

Kenneth S. Johnson, Sr.  
Walter J. Kucharski  
Leonard M. Pomata

#### Members Monitoring Meeting:

Dr. Mary Guy Miller

#### Members Absent:

Scott D. Pattison

#### Others Present:

Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth  
John Westrick, Office of the Attorney General  
Jenny Hunter, Interim IT Investment Board Director

### Call to Order

Chairman James F. McGuirk, II, called the meeting of the Information Technology Investment Board (ITIB) to order at 12:33 p.m. Chairman McGuirk announced the resignation of Christopher G. Caine—a founding member—from the ITIB. In his resignation letter, Mr. Caine wrote, “it has become apparent that, in the future, I will not be able to devote the needed personal time to make the contribution the citizens and my fellow Board members deserve.” The Chairman commended his contributions to the Board and the Strategic Planning and Review Committee and presented a certificate of appreciation.

At the request of the chair, Jenny Hunter performed a roll call and confirmed the presence of a quorum.

Len Pomata requested the Board address an administrative matter. At the August 10 meeting, the Board elected the chair and vice chair and approved the June 20 meeting minutes by voice vote prior to adjusting to a roll call vote as required by the Freedom of Information Act for electronic meetings. Mr. Pomata made a motion to reaffirm the earlier vote, in which the Board elected Jim McGuirk chair and The Honorable Eugene Huang vice chair, and in which the Board approved the June 20 meeting minutes. Jimmy Hazel seconded the motion. The motion was carried unanimously.

## Approval of the Minutes

Chairman McGuirk introduced the draft meeting minutes from August 10, 2005. Jimmy Hazel made a motion to approve the meeting minutes as recorded. Hiram Johnson seconded the motion. The motion was carried unanimously.

## Board Role in Enterprise Application PPEA

Chief Information Officer (CIO) of the Commonwealth Lemuel C. Stewart, Jr. provided an explanation of the two Public Private Educational Facilities and Infrastructure Act (PPEA) tracks and the Board's role in each. Highlights of his presentation are:

- The PPEA proposals were separated into two tracks in November 2004. They are Infrastructure (the hardware, networks, and associated services and staff) and Enterprise Applications (business processes and associated software applications used across state government).
- The ITIB is the business owner for the Infrastructure track and is responsible for project oversight, management, and providing recommendations on a potential Comprehensive Agreement to the Governor and Cabinet.
- The Secretaries of Administration and Finance are the business owners for the Enterprise Applications Track. The ITIB is responsible for the IT components of the track, similar to any other major IT project or procurement in the technology investment portfolio.
- The Enterprise Applications track is on a different timeline than the Infrastructure track. Detailed proposals were submitted on August 22 by CGI-AMS and IBM. The Enterprise Applications Steering Committee will present recommendations to the Secretaries of Administration and Finance whether to commence formal negotiations on September 23. If approved, negotiations would begin October 3 with CIO and ITIB review of any associated major IT project(s) the week of October 17. November 1 is the target date to submit a Comprehensive Agreement to the Governor for his review and approval.
- Next steps for the Infrastructure track are to conclude negotiations with IBM and Northrop Grumman and present the recommendations of the Infrastructure PPEA Steering Committee to the Board for approval on October 4. October 15 is the target date to submit a Comprehensive Agreement to the Governor. The timeline is subject to change.
- The PPEA is the best vehicle for Transformation because it provides for innovative funding, a flexible approach, and a unique partner who will share in the risks and the rewards. A potential partner must be committed to Virginia (ensuring economic development and no off-shoring of services) and must modernize the IT infrastructure without requiring any additional funding over FY2005 baseline.

In response to a question from Chairman McGuirk, Mr. Stewart confirmed that the Board would look at projects that evolve from the Enterprise Applications PPEA proposal, not the Enterprise Applications PPEA proposal itself. The project documentation and oversight process will be the same as any other major IT project submitted to the Board for approval and oversight.

In response to questions from Ken Johnson concerning security breaches, Mr. Stewart said the Commonwealth is not "turning over the keys" to a partner. Governance and

management, including security oversight, is the responsibility of VITA. In the event of a breach, VITA is ultimately accountable for security, regardless of who caused the breach. Any breaches will be dealt with in a manner similar to that in today's telecommunications environment.

## Strategic Plan for Technology Update

Paul Lubic, VITA Associate Director of Policy, Practice & Architecture, provided a presentation on the Commonwealth of Virginia's four-year strategic plan for technology. VITA will work at the direction of the Board and its Strategic Planning and Review Committee (SPARC) to produce the next edition of the statewide strategic plan. Highlights of his presentation are:

- The long term objectives of the Council on Virginia's Future will be the primary driver for the Information Technology Strategic Plan (ITSP), as well as the primary driver for the agency strategic planning process led by the Department of Planning and Budget (DPB). The ITSP for the Commonwealth is a key component in the overall state strategic planning process, is aligned with overarching business objectives, and provides guidance to the agency IT section of the agency strategic plan.
- The initial data sets for the ITSP will come from the Council on Virginia's Future, enterprise-level business and customer requirements, and stakeholder input, including the incoming gubernatorial transition team. The ITSP will be developed and refined by the ITSP Leadership Group and the ITSP Workgroup, using themes derived from the current Enterprise IT Portfolio.
- The core members of the ITSP Leadership Group will be the ITIB. The core members of the ITSP Workgroup will be the SPARC, with participation from subject matter experts from customer agencies, VITA, the Council on Technology Services, the Joint Commission on Technology and Science, and the Cabinet Technology Teams (CATT). Other stakeholder input will come from citizens, businesses, vendors, and higher education.
- The Technology Trends Stakeholder Group will be aligned with the enterprise architecture technical domains, such as network, security, platform, etc. Members will include subject matter experts from state agencies, higher education, and the business community.
- The draft ITSP will be completed in December 2005, with publication of the final ITSP targeted for March 31, 2006. During the Fall, the ITSP Workgroup will gather stakeholder input, host an ITSP retreat, research technology trends, and develop the draft. In early 2006, the ITSP Workgroup will develop and implement communications plans, finalize the plan, and finalize the maintenance process for updating the ITSP on an annual basis.

Walter Kucharski noted there could be a timing issue with the ITSP and the Enterprise Applications PPEA track. He recommended reviewing the timeframe for convening stakeholder groups. Chairman McGuirk concurred. He said the Commonwealth would need to look at the individual projects that come from the Enterprise Applications PPEA proposals and see how they fit with the strategic plan. Mr. Stewart said he anticipates the Commonwealth will continue to receive PPEA proposals. The Department of Social Services is currently reviewing PPEA proposals related to transforming social services systems.

## Committee Assignments and Board Schedule

Chairman McGuirk submitted to the Board proposed committee assignments, based on the expertise and skills of the membership. The cumulative experience of the Board is 214 years, including 30 years of entrepreneurship, 89 years of corporate executive IT experience, and 95 years of government and not-for-profit experience. The Board holds 16 advanced degrees, including ten bachelor's degrees, five master's degrees, and a doctorate. The Chairman balanced Board members' backgrounds and abilities against the needs of the four existing committees, which have been in place for two years. With the chair changing every two years, the committee assignments and structure should be reviewed and re-balanced at the time a new chair is elected.

### CIO Evaluation Committee

The CIO Evaluation Committee serves as a personnel committee to assure the chief executive for VITA, the CIO of the Commonwealth, is achieving performance objectives.

**Proposed chair:** Mary Guy Miller

**Proposed Members:** Hiram Johnson, Scott Pattison, Jim McGuirk

### Finance and Audit Committee

The Finance and Audit Committee is responsible for setting rates and overseeing the overall financial condition of VITA. The Committee also oversees Internal Audit Services.

**Proposed chair:** Scott Pattison

**Proposed Members:** Walter Kucharski, Len Pomata, Jim McGuirk

### Legislative Review Committee

The Legislative Review Committee reviews legislation and ensures the Board is following the legislative intent of the General Assembly and executive direction of the Governor's Office.

**Proposed chair:** Hiram Johnson

**Proposed Members:** Jimmy Hazel, Eugene Huang, Ken Johnson

### Strategic Planning and Review Committee

The SPARC was formerly known as the IT Project Review Committee, and has taken on a broader, more strategic role. It is responsible for strategic planning, overseeing technology investments and enterprise projects, and the project management program.

**Proposed chair:** Len Pomata

**Proposed Members:** Jimmy Hazel, Eugene Huang, Ken Johnson, Mary Guy Miller

*Chairman McGuirk called for a motion to approve the committee assignments as presented, coincidental with the term of the ITIB chairman, with the understanding that modifications may be made at the time Chris Caine's replacement is appointed. Jimmy Hazel made the motion, and Len Pomata seconded the motion. The motion was carried unanimously.*

Chairman McGuirk announced the Board meeting schedule for the remainder of 2005 and for 2006. The October meeting scheduled for October 5 has been moved to Tuesday, October 4, to better accommodate members' schedules. The last meeting for 2005 is December 8.

The Board meetings for 2006 have been moved from the second Wednesday of every other month to the second Thursday of every other month to ensure maximum attendance. The dates are February 9, April 20, June 8, August 10, October 12, and December 14. All meeting dates are posted to the ITIB web site and the Commonwealth Calendar.

## Other Business

Mr. Hazel said the *Recommended Technology Investment Projects* Report was the strongest report to date and was issued on September 1. He asked whether the Board or VITA had received feedback. Mr. Stewart said no formal feedback has been received. Dan Ziomek, VITA Associate Director for Project Management, stated the staff received positive anecdotal comments.

Chairman McGuirk introduced the release of public information for the Infrastructure and Enterprise Applications PPEA. It is not the intent of the Board to withhold information from the public. It is the intent of the Board to give all the information to the public. The question is not whether the public will get the information. The question is the schedule of that release of information.

The Board was given two key objectives by the Governor's Office and the General Assembly:

1. Ensure the public's tax dollars are used in the best way possible for improving the Commonwealth's investments in information technology.
2. Conduct the work of the Board with as much public knowledge and transparency as possible.

It is the objective of the Board to determine how much information can be provided to the public while still protecting the public's tax dollars in competitive negotiations. It is the intent of the Board to release more information to the public, as much information as possible, in redacted form to protect competitive information.

The Board will receive an update on the Infrastructure PPEA proposal in executive session and will discuss the release of further information to the public. After the executive session, the Board will announce plans for release of information.

## Public Comment

Chairman McGuirk solicited public comment. In response to questions from Peter Bacqué, Chairman McGuirk stated the Board would reconvene in open session with information on when the redacted proposals would be made available. He also provided Mr. Bacqué with a copy of Chris Caine's letter of resignation from the ITIB.

## Executive Session: Infrastructure PPEA Discussion

Hiram Johnson made the following motion:

*Mr. Chairman, I move that the ITIB convene a closed meeting pursuant to Virginia Code §§ 2.2-3711(A)(6) and (A)(30) for the purpose of discussing the Infrastructure PPEA negotiation objectives, the terms and scope to be negotiated, and details of review and scoring, and to discuss what parts of the proposals need to be kept from the competing vendors during the remaining negotiations, as discussion of these*

*matters in open meeting would adversely affect VITA's bargaining posture and negotiating strategy and therefore its financial interest. The CIO and certain staff whom he has selected for their familiarity with the above matters should attend the closed meeting, as their attendance will aid in our discussions.*

*Jimmy Hazel seconded the motion. At the request of the Chairman, Ms. Hunter conducted a roll call, and the following members voted to carry the motion as presented: Jimmy Hazel, Hiram Johnson, Ken Johnson, Len Pomata, and Chairman McGuirk.*

The Honorable Eugene J. Huang arrived during the closed session.

The Board reconvened in public session at 4:58 p.m. Chairman McGuirk read the following statement:

*The ITIB is now reconvened in open session, having completed a closed meeting. I will now conduct a roll call and will ask each member to certify, to the best of his or her knowledge, that only public business matters lawfully exempt from open meeting requirements under the Freedom of Information Act and only those public business matters identified in the motion convening the closed meeting were heard, discussed or considered at the closed meeting.*

*At the request of the Chairman, Ms. Hunter called the roll, and the following members so certified: Jimmy Hazel, Eugene Huang, Hiram Johnson, Ken Johnson, Walter Kucharski, Chairman McGuirk, and Len Pomata.*

Hiram Johnson made a motion that the Board direct the CIO of the Commonwealth, given the progress we have made with the negotiations on the Infrastructure PPEA, to release redacted information on the infrastructure proposals. Ken Johnson seconded the motion. Chairman McGuirk called for discussion. Jimmy Hazel asked about the timing of the public release. Hiram Johnson amended the motion to direct the CIO of the Commonwealth to release publicly redacted versions of the infrastructure proposals by close of business Monday. Ken Johnson seconded the motion

*Chairman McGuirk called for a roll call vote to direct the CIO of the Commonwealth to release to the public redacted versions of the detailed PPEA proposals. Ms. Hunter called the roll, and the following members voted to carry the amended motion: Jimmy Hazel, Eugene Huang, Hiram Johnson, Ken Johnson, Chairman McGuirk, and Len Pomata.*

## **Adjournment**

Hiram Johnson moved to adjourn the meeting. Jimmy Hazel seconded the motion. Chairman McGuirk adjourned the meeting at 5:03 p.m.